

**Subject:** Even More Canvas Notification Tips  
**Date:** Friday, April 17, 2020 at 1:42:13 PM Eastern Daylight Time  
**From:** Ellicott Mills Middle School  
**To:** Jennifer Johnson  
**Attachments:** ATT00001.png, ATT00002.png

## Ellicott Mills Middle School

# Even More Canvas Notification Tips

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So it appears our staff had some additional tips and I want to make sure to get them all to you. I apologize for multiple messages. - Ms. JJ, Principal's Secretary

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Parents, we know that you have been inundated with Canvas messages, announcements, and e-mails and while we are developing best practices for sending you the information you and your students need, here are some basic Canvas Notification tips that may help you keep up with the flow of information. We hope this helps!

- You can control your Notification frequency by going to Account (your image or avatar) and selecting **Notifications**. Teacher communications come in two forms, Announcements and Conversations (inbox messages).
- We recommend the **Announcements** and **Conversation Message** notifications are set to “Right Away”, the green checkmark. Our teachers also recommend the green checkmark for the **Submission Comment** category.
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- To switch to the recent activity view, click the ellipses at the top of the dashboard next to the student orientation button and select **recent activity**. To switch back, select the ellipses again and select **card view**.
- Remember to check the Canvas **Calendar**. This is a great way to see what the week looks like and where the Google Meets are posted. (ADDITION)

☐ Show name of observed students in notifications.

Course Activities	Email Address Charlene_Linkous@hcpss.org	Push Notification For All Devices
Due Date	✓ ⌚ 📅 ✗	✓ ✗
Grading Policies	✓ ⌚ 📅 ✗	✓ ✗
Course Content	✓ ⌚ 📅 ✗	✓ ✗
Files	✓ ⌚ 📅 ✗	✓ ✗
Announcement	✓ ⌚ 📅 ✗	✓ ✗
Announcement Created By You	✓ ⌚ 📅 ✗	✓ ✗
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	✓ ⌚ 📅 ✗	✓ ✗
Invitation	✓ ⌚ 📅 ✗	✓ ✗
All Submissions	✓ ⌚ 📅 ✗	✓ ✗
Late Grading	✓ ⌚ 📅 ✗	✓ ✗
Submission Comment	✓ ⌚ 📅 ✗	✓ ✗
Blueprint Sync	✓ ⌚ 📅 ✗	✓ ✗
<b>(ADDITION)</b>		
Discussions		
Discussion	✓ ⌚ 📅 ✗	✓ ✗
Discussion Post	✓ ⌚ 📅 ✗	✓ ✗
Conversations		
Added To Conversation	✓ ⌚ 📅 ✗	✓ ✗
Conversation Message	✓ ⌚ 📅 ✗	✓ ✗
Conversations Created By Me	✓ ⌚ 📅 ✗	✓ ✗

## Connect with Us:

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[@hcpss\\_emms](https://twitter.com/hcpss_emms)

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